



# Job Posting

**Posting & Application Period:**  
**January 4 to January 25, 2016 (by 12:00 pm)**

## Attorney

**DEPARTMENT:** Legislative Service Bureau – Legal Division

**STATUS:** Full-Time

**HOURS:** 37.5 hours per week; 8:30 am to 5:00 pm, Monday – Friday

**MINIMUM PAY RATE:** \$26.56 per hour | \$51,991 annually (Pay Range I on Legislative Council Salary Schedule)

**JOB LOCATION:** Boji Tower–3<sup>rd</sup> Floor, 124 W. Allegan Street, Lansing, MI

### GENERAL DESCRIPTION OF DUTIES

This employee functions as an entry level staff attorney serving as Legal Counsel to the Michigan Legislature. The Attorney I position includes assisting legislators and their staff in drafting bills, substitutes, and amendments and tracking them through the legislative process. Employee attends legislative committee and workgroup meetings, performs legal research, and prepares legal memoranda.

The Legal Division of the Legislative Service Bureau consists of four levels of attorney positions. Each level is similar in its core set of functions for the division, but each level requires progressively more depth and breadth of specialized knowledge, expertise, and responsibility.

### MINIMUM QUALIFICATIONS

- Possession of Juris Doctorate from an accredited law school with a minimum 3.0 GPA required.
- Must possess current membership in good standing in the State Bar of Michigan.
- Previous legal experience preferred, including legal research and writing experience.
- Knowledge of education laws and issues is desired. Familiarity with state statutes, state government operations, and the legislative process helpful.
- Excellent oral and written communication skills required.
- Ability to work well with others in a team environment.
- Must be willing and able to work overtime and irregular hours as required, including weekends, evenings and holidays.

### HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. Applicants must include the following three items as separate attachments in their online application in order to be considered: 1) cover letter outlining interest and qualifications, 2) resume, and 3) copy of law school transcript. The deadline to apply is 12:00 pm on Monday, January 25, 2016.

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at [humanresources@legislature.mi.gov](mailto:humanresources@legislature.mi.gov) or call 517-373-9643.

### ADDITIONAL REQUIREMENTS AND INFORMATION

The Legislative Council is a nonpartisan legislative information and service agency. The LSB Legal Division provides the Michigan Legislature with nonpartisan legal counsel, bill drafting, law compilation and publishing, and related services that support the lawmaking process. This is an unclassified, non-Civil Service position in State government. All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. All employees must be non-partisan.

**For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.**

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.